# **AR14 - APPROVE COLLECTION - BILLED AR**

Source Document: Departments Payment Batch Header

Report of Deposit Form and

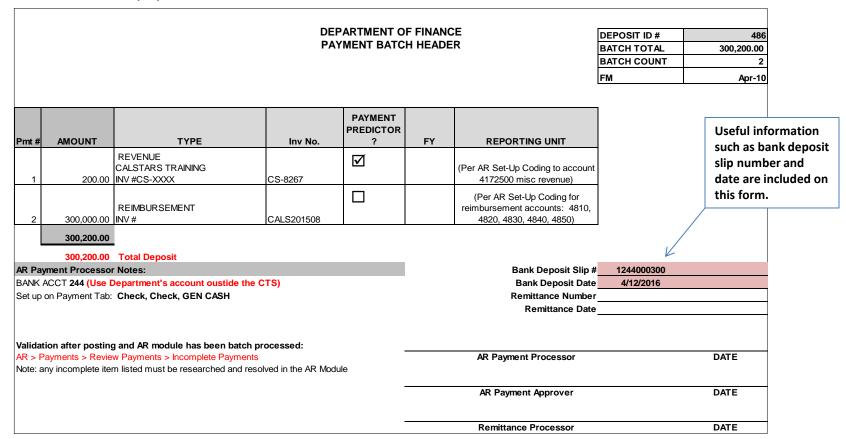
**Supporting Documents** 

Module: Accounts Receivable (AR)

Roles: AR Payment Approver

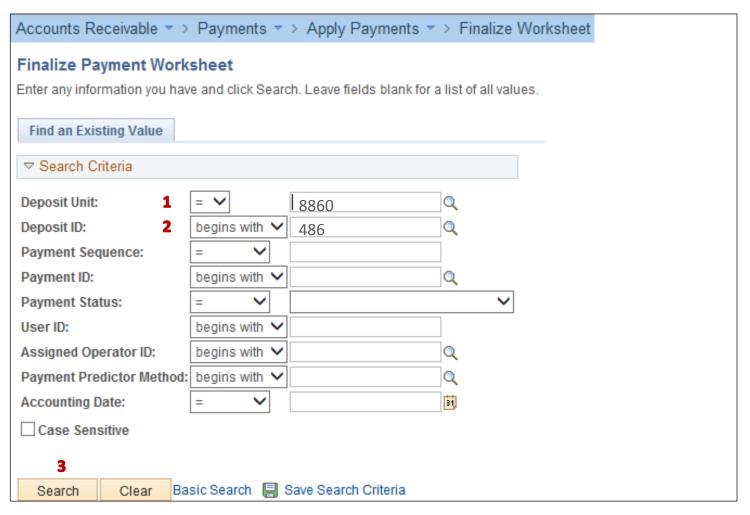
In training course, AR12 Record Collection-Billed AR (Bank Deposit), the Department of Finance AR Payment Processor prepared a **Payment Batch Header** to document details of customer payments. Now the AR Payment Approver will receive the Payment Batch Header and supporting documents to review and approve the transaction. The Payment Batch Header below shows two billed receipts: \$200 that was applied using Payment Predictor and \$300,000 that was applied using the Worksheet Application.

In this course, the AR Payment Approver will finalize the worksheet created by the AR Payment Processor to record the \$300,000 payment.



## The AR Payment Approver will Apply Payments and Finalize the Worksheet. Steps are:

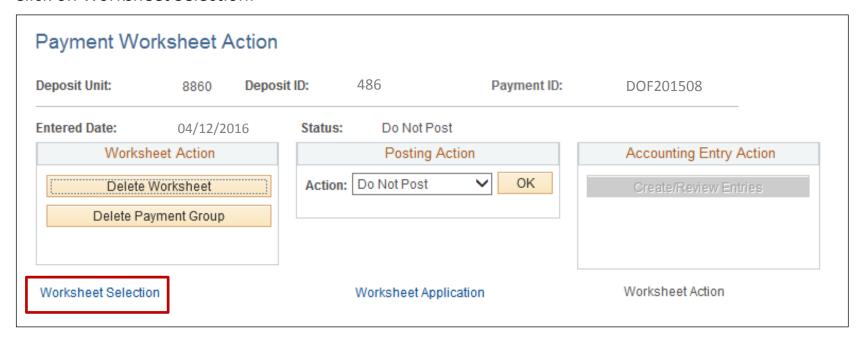
- 1 Enter your Business Unit;
- 2 Enter the Deposit ID
- 3 Click Search



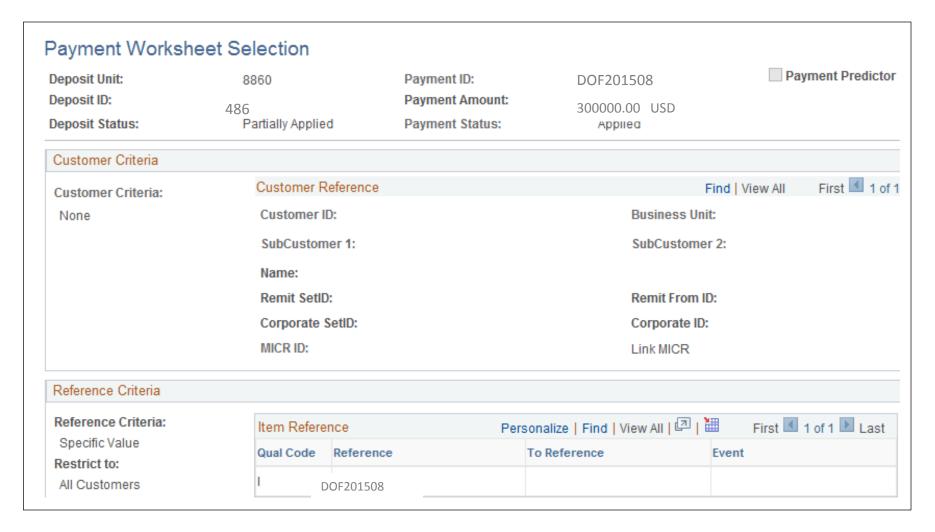
# From the Search Results, click on the Payment Sequence:



#### Click on Worksheet Selection:

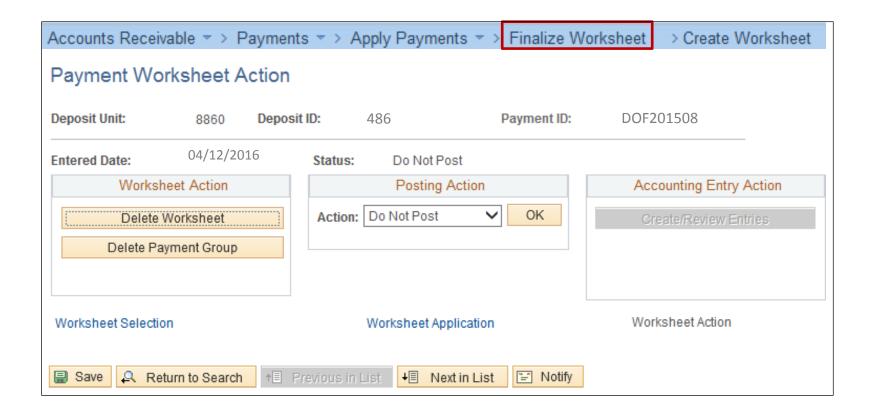


## The **AR Payment Processor** will review information on the Payment Worksheet Selection:



If the information on the Payment Worksheet Selection is correct, go back one step to Finalize Worksheet.

On the tool bar (as shown), click on Finalize Worksheet to view the Payment Worksheet Action screen shown below.



The AR Payment Approver will Finalize and Approve the Worksheet. Steps are:

- 1 Under Posting Action, click in the Action box and select Batch Standard
- 2 Click OK
- 3 Click Save
- 4 Click Next in List to finalize and approve additional payments in the deposit

